

# HOW TO APPLY FOR A FOREIGN NATIONAL STUDENT INTERNSHIP WITH THE TRI-MISSION FRANCE:

## General Information:

The Human Resources (HR) Office in Paris administers the Foreign National Student Intern Program (FNSIP). The purpose of the Tri-Mission Foreign National Student Intern Program is to provide students the opportunity and challenge of working in a foreign affairs arena and at the same time profit from their assistance. Interns may earn academic credit from their educational institutions and their supervisors are expected to serve as their mentors, providing feedback as necessary to the intern and the academic institution. The supervisor is required to complete an evaluation letter of recommendation or other documentation upon the successful completion of the internship. There are no benefits attached to the FNSIP, no compensation, leave accrual, nor any future employment rights.

The HR Office advertises all of its intern positions on the embassy's internet site and via staff announcements.

**PLEASE FOLLOW THE ARROWS TO ENSURE THAT YOU UNDERSTAND OUR EMPLOYMENT POLICIES AND APPLICATION PROCEDURES BEFORE SUBMITTING AN EMPLOYMENT APPLICATION.**

## Intern Eligibility Requirements:

- ✓ Must be at least 18 years of age.
- ✓ Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript or other school records to verify academic standing.
- ✓ Must complete a "Convention de Stage" signed by the current academic institution. The Convention de Stage must include school medical insurance.
- ✓ Must demonstrate the potential to accomplish the type of work to be performed.
- ✓ Must meet the requirements of the advertised internship opportunity,
- ✓ Must be able to receive a security certification.
- ✓ Must be able to receive a medical certificate from the Tri-Mission's occupational health care provider.

## Internship Periods:

There are two periods for internship as follows:

Summer Internships: Students intern from May – October

Winter Internships: Students intern from November - April

## How to apply:

If you are interested in applying for an internship, you are required to complete an application form or submit a resume by the deadline contained in the internship announcement.

## Application Filing Procedures:

To be considered, applicants are asked to submit the three following documents:

1. [U.S. Mission France Application for Foreign National Student Intern Program](#) **or** Curriculum Vitae; plus
2. [Statement of interest](#) to include objectives and motivations in seeking an internship and how academic courses and other experiences relate to the US Mission's goals and internship opportunity; plus
3. Official enrollment from educational institution.

## Submit application by the deadline to:

**Embassy of the USA**  
**Human Resources Office**  
**ATTN: FSNIP Coordinator**  
**2 Avenue Gabriel, 75382 Paris Cedex 08**

Or email your completed forms to **ParisRecruitment@state.gov** prior to the announcement's closing date.

## The Selection Process:

HR works closely with Tri-Mission section supervisors to determine office needs, determines which schools are appropriate and meets with them to determine how students fit with the Tri-Mission FNSIP. HR advertises all internship opportunities on the Tri-Mission internet and social media websites. HR screens applications in accordance with supervisor preferences. HR makes the final selection and assists with obtaining medical and security clearances and manages the check-in and check-out process to include an exit interview.

1. Section supervisor submits request form and internship position requirements to HR.
2. HR contacts universities/students.
3. HR receives applications and performs initial prescreening.
4. Selection list is sent to Section supervisor.
5. Supervisor holds interviews and submits request to HR with selection.
5. HR sends selection letter to successful intern applicant, including clearance forms to be completed and appointment for medical clearance examination.
6. Intern applicant completes forms and submits them to HR, who then sends clearance forms to RSO.
7. RSO grants or rejects non-sensitive clearance.
8. Tri-Mission occupational doctor approves or denies medical clearance.
8. Intern is informed by HR that security and medical clearances have been granted.
9. Intern entry on duty date is established.

## Equal Employment:

The U.S. Mission to France, OECD and UNESCO are committed to fair and equal treatment for all without regard to race, color, religion, sex, national origin, age, disability or sexual orientation.

## Positions:

Internship opportunities will be advertised as they come open for positions at the U.S. Embassy Paris in the Political, Economic, Public Diplomacy and Management sections, as well as at the US Mission to the UNESCO, US Mission to the OECD and Consulates General in Marseille and Strasbourg and American Presence Posts in Rennes and Lyon.

## Forms:

Please click the link to access required forms

- [U.S. Mission France Application for Foreign National Student Intern Program](#)
- [Statement of interest](#) to include objectives and motivations in seeking an internship and how academic courses and other experiences relate to the US Mission's goals and internship opportunity